



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT OFFICE OF ADMINISTRATION

ISSUE DATE: March 15, 2004
CLOSING DATE: March 26, 2004

ANNOUNCEMENT NUMBER:
OA-03-63-VM

Title, Series & Grade:
Supervisory Accountant
GS-510-15

(\$100,231 - \$130,305)
Full Performance Level: GS-15.

Vacancy Location:
Executive Office of the President
Office of Administration
Chief Financial Office
Washington, DC 20503

AREA OF CONSIDERATION: All Federal Employees

Note: Preference eligible or veterans who have been separated from the Armed Forces under Honorable conditions after 3 or more years of service may apply.

NOTE: Due to potential delays in the U.S. Postal Service, we encourage applicants to submit an electronic application or fax it to (202) 395-1262 or (202) 395-1194 to ensure safe and timely receipt of applications. We cannot guarantee that applications mailed will be received before the closing date of the announcement to receive consideration.

MAJOR DUTIES: As the Accounting Officer in the Chief Financial Office (CFO), Office of Administration (OA), Executive Office of the President (EOP), the incumbent of this position serves as an expert and advisor, in this area of expertise, to the Chief Financial Officer, the Director of OA, and other top-level management officials within the EOP.

As the Branch Chief for the Accounting Branch the incumbent manages, administers and directs the accounting operations of the CFO including the Accounting Operations, Accounts Payables, Accounts Receivables, and Cash Management Teams. The incumbent oversees work carried out through a staff of general accountants, financial managers and accounting technicians responsible for funds control and reconciliation, fund certification, payment of vendors, system integrity and integration, and regulatory reporting.

The incumbent will plan and conduct major revisions to the existing accounting systems in response to requirements of management officials, and to problems encountered. The incumbent is responsible for implementing and maintaining the U.S. Standard General Ledger within the accounting system, ensuring the General Ledger for each appropriation and fund is posted in a timely and accurate manner, and the individual control accounts and their subsidiaries are reconciled and in balance. Other responsibilities include but are not limited to: 1) ensuring the accuracy of coding and subsequent responsiveness of the accounting system in producing standard accounting and financial statements and reports. 2) performs monthly reconciliation with the Department of Treasury records necessary for preparation of the month-end, and year-end fiscal reports. 3) provides professional guidance and assistance to the CFO staff and provides direction to the accounting team. 4) certifies payment of various obligations owed and assumes personal responsibility and liability on propriety of payments

certified. 5) plans and conducts special analysis depicting fiscal matters in a clear and concise manner to the OA Director and other management officials in the EOP.

MINIMUM QUALIFICATIONS REQUIREMENT: One year of specialized experience is required. Specialized experience is experience directly related to the line of work of the position to be filled, and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, the experience must be comparable to the next lower grade level in the Federal service.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of accounting principles and standards, accounting theories, methods, practices, and techniques.
2. Ability to develop and apply data analysis techniques sufficient to review, plan, develop and conduct projects, report trends, and provide recommendations for the EOP management staff.
3. Ability to devise and/or modify an accounting system suited to support the mission, function, and operation of the EOP.
4. Knowledge of General Accounting Office, Office of Management and Budget, and Treasury regulations including the USSGL, and procedures sufficient to create, modify, or monitor compliance with existing, CFO and EOP specific guidelines.
5. Skill in supervising and managing a diverse team of employees responsible for all accounts and appropriations of the EOP.
6. Ability to communicate persuasively and effectively, both orally and in writing.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.

APPLICATIONS WILL NOT BE RETURNED.

RELOCATION EXPENSES WILL NOT BE PAID TO THE APPLICANT SELECTED.

NOTE: Applicants are required to provide an attachment addressing each of the Knowledge, Skills and Abilities listed above.

If you omit any of the required information specified in Optional Form 510, "Applying for a Federal Job" your application may be rated INELIGIBLE.

BASIS OF RATING: APPLICANTS WILL BE RATED BASED ON AN EVALUATION OF THEIR EXPERIENCE/EDUCATION AND ON THEIR WRITTEN RESPONSES TO EACH OF THE KNOWLEDGE, SKILLS AND ABILITIES LISTED ABOVE. APPLICANTS SHOULD PROVIDE A SUPPLEMENTAL DOCUMENT (ON PLAIN PAPER, NO FORM REQUIRED), ADDRESSING EACH FACTOR SEPARATELY IN NARRATIVE FORMAT WITH DETAILED ANSWERS AND EXAMPLES OF RELEVANT EXPERIENCE.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Users of the Telecommunications Device for the Deaf (TDD) may call: (202) 395-1160.

HOW TO APPLY:

PLEASE NOTE: Due to potential delays in the mail system, we encourage applicants to submit an electronic application or fax it to us (202) 395-1262 or (202) 395-1194 to ensure timely receipt of your

application. **We cannot guarantee that applications, which are mailed, will be received by the closing date of the announcement.**

FAX the following:

- (1) an Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application, ensuring that all required information shown in Applying for a Federal Job, OF-510, is included in your application;
- (2) your latest SF-50, Notification of Personnel Action, and Performance Appraisal if you are a current or former Federal employee;
- (3) on a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Factors, and
- (4) if applicable, SF-15, Application for 10-point Veteran Preference.

ELECTRONIC SUBMISSION OF YOUR RESUME: You can submit your resume from the USAJOBS web site on the Internet. After reviewing the full text of this announcement, click on the 'Submit Resume on-line' shown on this page. Create or edit your resume. Please be sure to use the space entitled "Supplemental Information" to add any additional information specified in this announcement, such as Selective Factors and Quality Ranking Factors.

When you have finished and select 'Send', your resume will be sent to our agency. Electronic Resumes can only be sent using the special icon in our announcement. To apply on-line, you must prepare your resume and SEND it before midnight Eastern Time of the closing date.

After you complete and send OPM's online resume, you will receive a web page message stating that your resume (for the specified announcement number) was sent to our agency. This message serves as a confirmation of your mailing. If you do not receive this statement your resume was not successfully transmitted and you should try again. You may wish to fax a copy of this confirmation message with any materials that must be faxed in order to complete the application to (202) 395-1262 or (202) 395-1194.

SECURITY CLEARANCE: A security clearance background investigation will be conducted.

DRUG TESTING: The applicant tentatively selected for this position will be required to submit to urinalysis screening for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.

EEO STATEMENT: Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or nonmembership in employee organizations, or non-disqualifying physical disability. Disabled applicants, disabled veterans, or any other applicants eligible for noncompetitive appointment under special appointing authorities not requiring competitive status are eligible to apply regardless of the area of consideration and should clearly specify their special eligibility on their application.

NOTE: **Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.**

SPECIAL NOTE

Displaced employees requesting special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP). If you are a displaced Federal employee, you may be entitled to receive priority consideration under the ICTAP. To receive consideration you must:

1. Be a displaced Federal employee. The following categories of candidates below (A and/or B) are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation notice, letter from OPM, or a Certificate of Separation from your agency documenting your priority consideration status.

2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement under section 8337 (h), or 8456 of title 5 United States Code;

OR

1. Current or former career or career-conditional (tenure group 1 or 2) competitive service employees who: received a specific RIF separation notice; or separate because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or retired with a disability and whose disability annuity has been or is being terminated; or upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

2. Be applying for a position at or below the grade level of the position from which you were being separated. The position must not have greater promotion potential than the position from which you are being separated.

3. Have a current performance rating of record (or last) of at least fully successful or equivalent (does not apply to candidates who are eligible due to compensable injury or disability retirement).

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

5. File your application by the vacancy announcement closing date and meet all the application criteria.

6. Be rated well qualified for the position. To be considered well qualified you must earn a score of 90 or above (prior to the assignment of veterans' preference points) on the rating criteria developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.